

LOUISIANA STATE UNIVERSITY SHREVEPORT

Purchasing Office
One University Place
Shreveport, Louisiana 71115
Email: purchasing@lsus.edu
(318)797-5272 Fax: (318)795-4242

ISSUE DATE: June 20, 2016

LSUS BID NO. **429-JD****INVITATION, BID AND ACCEPTANCE
(IBA)****DESCRIPTION****PRINTING OF DIPLOMAS**-----
Per Attached Specifications**INSTRUCTIONS:****INSTRUCTIONS:**

- Return your bid by **JUNE 28, 2016 @ 10:00 AM CDST**
- Bid can be faxed or mailed. In order to be considered, bid must be received at the address or FAX number specified in this solicitation prior to bid opening time
- Furnish complete specifications on "OR EQUAL" items(s)
- Do not include sales or excise tax
- The University reserves the right to award the order by individual items, or total, whichever is deemed to be in the best interest of the University
- The University reserves the right to reject any and all bids and to waive informalities
- Please submit your prices, FOB: LSUS, Shreveport, LA
- NOTE: Bidder certifies that all taxes duly assessed by the State of Louisiana and its subdivisions, including Franchise Taxes, Privilege Taxes, and all other taxes for which the firm is liable have been paid.

BIDDERS PLEASE FILL IN ALL BLANK SPACES AND SIGN BELOW

Payment Terms: _____ FOB: LSU Shreveport, LA,
Item(s) will be shipped from: _____ within _____ days of receipt of order.
Delivery may be a consideration in the award.

In compliance with the above invitation for bids and subject to the condition thereof, the undersigned offers and agrees if this bid be accepted within _____ days from the date of opening to furnish any or all of the items (or sections) at the price set opposite each item (or section).

Bidder _____ (Name of Firm)	Address _____
By _____ (Bidder's Signature)	Title _____
Phone _____	Fax _____
	Date _____

Acceptance by LOUISIANA STATE UNIVERSITY SHREVEPORT
(Applicable only case of continuing contract; otherwise purchase
order constitutes acceptance.)

Date _____

Accepted as to items numbered: _____

Signed _____
Director of Purchasing

AN EQUAL OPPORTUNITY EMPLOYER
LSUS-R-2/Rev. 11/06

RETURN THIS COPY

INFORMATION FOR BIDDERS

1. BID SUBMISSION: All bids must be submitted on the forms furnished for this purpose and must be filled out with ink or typewritten (black ink preferred for reproduction purposes) and signed in ink. Each change or correction must be clearly marked and initialed by bidder's authorized representative. Failure to comply with these requirements will cause your bid to be disqualified. Bidders are requested to state on bid form when bidding on items on "all or none" basis.

In the case of a lump sum bid, the amount should be expressed in words and figures. In case of any discrepancy between the price written in the bid and that given in figures, the price in writing will be considered as the bid.

In case of an error on extension, the unit price shall prevail.

It is the sole responsibility of the Bidder for the timely delivery of its bid to the Purchasing Dept., Admin. Bldg, Room 108. Failure to meet the bid opening date & time shall result in rejection of the bid.

The University reserves the right to reject any or all bids.

3. INTERPRETATION OF DOCUMENTS: Any interpretation of the documents will be made by Addenda only, issued by the Purchasing Office, and a copy of such Addenda will be sent to each person receiving a set of the documents. The University will not be responsible for any other explanation of the proposed documents.

4. STANDARDS OF QUALITY: Whenever a material, article or piece of equipment is identified in the specifications by reference to manufacturer's or vendor's names, trade names, catalog number, etc., it is intended merely to establish a quality level and characteristics required; and any material, article or equipment of another manufacturer and vendor which will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, article, or equipment so proposed is, in the opinion of the University, of equal substance and function.

Bidder should specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the IBA.

5. DESCRIPTIVE INFORMATION: Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, and technical data) sufficient for LSUS Purchasing Office to evaluate quality, suitability and compliance with the specifications in the IBA. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer. If item(s) bid does not comply with specifications (including brand and/or product number), bidder should state in what respect the item(s) deviate. Failure to note exceptions on the response form will not relieve the successful bidder(s) from supplying the actual products requested.

6. QUESTIONS: All questions concerning this bid request must be submitted in writing to the LSUS Purchasing Department by **JUNE 22, 2016 @ 11:00 AM** Fax questions to 318-795-4242 or email to purchasing@lsus.edu.

7. BID OPENING: Bidders may attend the bid opening, but no information nor opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Information pertaining to complete files may be secured by visiting LSU-Shreveport Purchasing Office during normal working hours.

8. BID TERM: All prices bid in response to this request for quotation shall remain firm thirty (30) days after bid opening. In the event more than thirty days elapse from bid opening, prices shall be verified with bidder prior to award.

9. ACCEPTANCE OF PROPOSAL: Only the issuance of a Purchase Order or a signed acceptance of your proposal constitutes acceptance on the part of the University.

10. AWARD: The University reserves the right to award the order by individual items, related items, or by total, whichever is deemed to be in the best interest of the University.

11. PAYMENT: Payment is to be made within 30 days after delivery of merchandise and/or completion of services in satisfactory condition and upon receipt of properly executed invoice, whichever is later.

12. WARRANTIES: Should merchandise described on this bid contain a manufacturer's warranty, bidders must state the warranty terms in the space provided below. When no warranty applies, clearly state: **"NO WARRANTY COVERAGE."** Warranty information will be criteria in making this award. Failure of bidders to furnish this data may cause rejection of the complete bid as being non-responsive.

INFORMATION FOR BIDDERS
(continued)

13. CONTRACT PROHIBITION: According to L.R.S. 42:1113 (D) the University is prohibited from entering into any contract of subcontract with a legislator or person who has been certified by the Secretary of State as elected to the Legislature or spouse of a legislator, or any corporation, partnership or other legal entity in which the legislator or his or her spouse owns an interest, except publicly traded corporations. Each bidder shall be required to disclose whether or not it falls into any of these categories.

Each bidder is to disclose the following information by answering yes and no to the following questions:

- 1. Is the bidder a legislator or person who has been certified by the Secretary of State as elected to the Legislature? _____
- 2. Is the bidder a spouse of a legislator? _____
- 3. If the bidder is a corporation, partnership, or other legal entity, does a legislator or his spouse own any interest in that corporation, partnership, or other legal entity? _____
- 4. If the bidder is a corporation, is it a publicly traded corporation? _____

14. FACTOR FOR DETERMINING CONFLICT OF INTEREST:

Does the bidder have any relatives currently employed at Louisiana State university Shreveport?

Yes _____ No _____

If yes, please list the LSUS employee's name and position below:

NAME	POSITION
------	----------

15. PREFERENCE: In accordance with Louisiana Revised Statutes 39:1595, a preference may be allowed for products manufactured, produced, grown or assembled in Louisiana of equal quality.

Do you claim this preference? Yes _____ No _____

- If YES: Specify Line Number(s): _____
- If YES: Specify Location within Louisiana where this product is manufactured, produced, grown or assembled. _____

(Note: if more space is required include a separate sheet)

Do you have a Louisiana Business Workforce? Yes _____ No _____

- If YES, do you certify that at least fifty percent (50%) of your Louisiana Business Workforce is comprised of Louisiana residents? Yes _____ No _____

Failure to specify above information may cause elimination from preferences. Preferences shall not apply to service contracts.

16. SIGNATURE AUTHORITY: In accordance with L.R.S. 39:1594 (Act 121), the person signing the bid must be:

- 1. A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
 - 2. An individual authorized to bind the vendor as reflected by an accompanying corporate resolution, certificate or affidavit; or
 - 3. An individual listed on the State of Louisiana Bidder's Application as authorized to execute bids.
- By signing the bid, the bidder certifies compliance with the above.

GENERAL CONDITIONS

1. PRICES AND PAYMENT TERMS: Unless otherwise specified by LSUS Purchasing Office in the IBA, bid prices must be completed including transportation prepaid by bidder to destination. Bids other than FOB destination may be rejected.

Notwithstanding bid response, terms of payment shall be at least Net 30 Days. Discounts offered for payment in less than 30 days will not be considered in making an award. On open-ended requirements contracts, discounts will be accepted, but will not be considered in making an award. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.

2. DELIVERIES: Bids may be rejected if the delivery time indicated is longer than that specified in the IBA. Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. See Default of Contractor, below.

3. PERMITS, LICENSES, LAWS, AND TAXES: Contractors doing work on University projects shall furnish all necessary permits, licenses, and certificates, and comply with all laws or ordinances applicable to the locality of the building site and the State of Louisiana.

The contractor shall include within his bid all applicable State, Federal, or other local taxes required.

4. LOUISIANA SALES & USE TAXES: LSUS is exempt from the direct payment of Louisiana State sales/use tax on commodities, services, and public works, as provided by Louisiana Legislature Act 1029, R.S. 47:301.8a or 47:301.8c, effective September 1, 1992.

5. NEW PRODUCTS: Unless specifically called for in the IBA, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used, or irregular product will be considered for purchase unless otherwise specified in the IBA. The manufacturer's standard warranty will apply unless otherwise specified in the IBA.

6. CONTRACT RENEWALS/OPTIONS: Upon mutual agreement of the LSUS Purchasing Office and the contractor, an open-ended requirements contract may be extended for two (2) additional 12-month periods. In such cases, the total contract term cannot exceed 36 months.

7. CONTRACT CANCELLATION: The LSUS Purchasing Office has the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including, but not limited to, the following: (1) failure to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy, or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; and (6) any other breach of contract.

The University will give the contractor written notice of cancellation. Contractor waives any requirement for a legal putting in default.

8. OPTION TO CANCEL CONTRACT: At the option of the University, a contract entered into as the result of this Invitation, Bid and Acceptance may be cancelled by providing vendor a thirty (30) day notice in writing. The University will exercise this option when budgetary reductions and changes in funding priorities by the State are requested.

9. DEFAULT OF CONTRACTOR: Where the University has determined the contractor to be in default, the University reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

10. ORDER OF PRIORITY: In the event there is a conflict between the Instructions to Bidders or General Conditions and the Special Conditions, the Special Conditions shall govern.

11. APPLICABLE LAW: All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

12. FISCAL FUNDING CLAUSE: The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide the continuation of a contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

13. BIDS ARE PUBLIC RECORD: All bids become a matter of public record at bid opening. The University accepts no responsibility for maintaining confidentiality of any information submitted with bid whether labeled confidential or not.

PLEASE READ CAREFULLY
Instructions / Additional Terms & Conditions

1. Quote pricing on this bid form in the sections provided for that purpose. The university will not accept quotes prepared on the vendors quote forms as a response to this bid.
2. This purchase will be limited to the original terms & conditions included in this bid. Do not include any other terms & conditions with your bid submittal. The university will not accept vendor's terms & conditions.
3. Your return policy must be included in the bid for review and acceptance if you want your company's return policy to apply.
4. LSUS will not accept bids with alterations to the wording or to the terms and conditions as shown in the original bid. When bidding an alternate item, you must show the model/manufacturer of the alternate in the spaces provided for that purpose. Send specifications for the alternate on a separate page. Do not write them into this bid. LSUS will not accept bids when the vendor has typed or written in the specification section or made any alterations, etc. in the original bid document.
5. All shipping charges are to be included in the unit price of each item.
6. Bids should be submitted with FOB: LSUS
7. *WILL YOUR COMPANY/FIRM ACCEPT A PURCHASE ORDER FROM A STATE UNIVERSITY: ____ YES ____ NO*
IF YOUR COMPANY/FIRM DOES NOT ACCEPT PURCHASE ORDERS, YOUR BID COULD BE REJECTED
8. DEFINITIONS: Shall, Must, Will: Denote a mandatory requirement
Should, May, Can: Denote a preference but not a mandatory requirement

9. Contract Documents

In the event that any conflict arises between the documents that constitute the agreement, the following order of precedence should apply:

- a) Amendment to LSU Term Contract
- b) Purchase Order Terms and Conditions
- c) Solicitation Terms and Conditions
- d) Special Terms and Conditions

10. Termination

This contract may be terminated for the following reasons:

a) Termination for Non-Appropriation of Funds

The continuation of this contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract. If the legislature fails to appropriate sufficient funds to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the governor, or any means provided in the appropriations act of Louisiana R.S Title 39, or for any other lawful purpose, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.

b) Termination for Convenience

LSU has the right to cancel any contract for convenience at any time, by giving thirty (30) days written notice to the vendor. In such cases, the vendor shall be entitled to payment for compliant deliverables in progress.

c) Termination for Cause

LSU has the right to cancel any contract for cause, including, but not limited to: failure to timely deliver, failure of the product to conform to sample in quality or in kind, misrepresentation by the vendor, fraud, collusion, conspiracy, or other unlawful means of obtaining a contract, conflict of contract provisions with constitutional or statutory provisions of federal or state law, or any other breach of the contract terms and conditions.

PLEASE READ CAREFULLY
Instructions / Additional Terms & Conditions
Continued

11. Governing Law

All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana. The proper venue for all disputes brought against the University arising out of the contract shall be only in the Nineteenth Judicial District Court in East Baton Rouge Parish.

ITEMS NOT PRICED PER THIS REQUEST WILL NOT BE CONSIDERED.

NOTE: IF YOU CHECKED "YES" THAT YOU DO ACCEPT A PURCHASE ORDER AND YOUR COMPANY HAS NEVER HAD A PURCHASE ORDER FROM LSUS, PLEASE SEND THE FOLLOWING WITH YOUR BID PROPOSAL:

1. COMPLETED W9 FORM
2. ANY CREDIT APPLICATION FORMS YOU REQUIRE PRIOR TO ISSUED CREDIT OF NET 30 TO THE UNIVERSITY

SPECIFICATIONS

The University wishes to establish an Open Bid to cover the usage of comprehensive diploma management services software and the purchase of diplomas for the period:

JULY 1, 2016 thru JUNE 30, 2017.

Bid prices to remain firm during this period.

GENERAL:

Bids are to be based on furnishing comprehensive diploma management services software and diplomas as called for in these specifications.

The software/printing company must provide human customer support to assist with the software and diploma orders.

The standard diplomas will be the same as the sample shown on page 9 of 10 in this bid request.

All prices quoted are to include all software usage fees and the printing and shipping charges related to printing diplomas.

COMPREHENSIVE DIPLOMA MANAGEMENT SERVICES SOFTWARE REQUIREMENTS:

The comprehensive diploma management services software must have the ability to:

- Electronically upload diploma order via a company supplied portal
- Build student diploma records individually or through a batch process
- Maintain searchable history of student diploma records
- Maintain student diploma records in real-time
- Generate diploma reports to include current and past diploma orders that were placed with your company.
- Facilitate the overall management of the workflow associated with the student diploma records
- Create, edit, and maintain diploma data to include:
 - College Codes – currently 5 individual college names (ex. College of Business Administration)
 - Degree Codes – currently 13 degree codes (ex. BS, BA, etc.)
 - Graduation Terms – month, date, and year of graduation
 - Program Codes – all college majors (ex. Accounting, Biological Sciences, etc.)
 - Diploma signatures – 5 signatures are included on each diploma. The signatures printed on the diploma must coincide with the graduation date.
- Search for individual student diploma records by student identifying characters (example: last name, student number, etc.)
- Edit names and data for each individual student record
- Edit name to appear on diplomas (ex. insert accent character or change upload characters) once upload has taken place.
- Order duplicate diplomas by accessing the student's diploma record

SPECIFICATIONS
(continued)

DIPLOMA REQUIREMENTS:

- Bids are to be submitted on diplomas as hereinafter specified for LSUS in the amounts established below. Quantities herein specified are estimates and are strictly for information and guidance. Such amounts are not to be construed as numbers to be purchased during the contract.
- Diplomas are to be printed on parchment, translucent, acid free, archival quality paper with basis wt. range of 65# to 80# cover (Note: LSUS does not have any samples of this paper)
- Each diploma for LSU Shreveport will include five facsimile signatures
- Plates are to be provided by the awarded vendor
- Signatures may change during the year
- Quantities are approximate as per the attached list
- Diplomas are to be produced from steel engraved plates on first quality linen rag imitation parchment for all degrees. All wording on the diploma is to be in heavy Old English lettering in proportion to the title.
- Size of the standard diplomas (Bachelor, Master, and Specialist degrees) are to be 8-1/2 x 11"
- All work on the diploma is to be steel-engraved except the student name, title of degree, date, and facsimile signatures, which will be letterpress printed
- A genuine steel die reproduction of the LSUS Seal is to be reproduced in gold engraving ink
- Facsimile signatures will be reproduced using photo-etched magnesium alloy printing cuts
- The student name is to be letterpress printed in heavy Old English lettering to harmonize with the rest of the diploma
- There may possibly be changes in the name of the College during the bid term
- The degree title may be changed during the bid term
- Approximately 125 duplicate diplomas are ordered each year at various times

SPECIFICATIONS
(continued)

SAMPLES:

The following samples may be requested from vendors:

- A. A sample of the paper the vendor will use for printing of diplomas may be requested prior to the award of this bid. The sample is to show quality of style and workmanship in engraving.
- A. A specimen of the type engrossing of the student name may be requested prior to award.

- Graduation Dates:

	<u>AUGUST 7, 2016</u>	<u>DECEMBER 18, 2016</u>	<u>MAY 21, 2017</u>
Bachelors, Masters, Specialists	250 +/-	500 +/-	500 +/-
- Diplomas ordered for commencement exercises must be delivered within 4 days of submission of order to accommodate LSUS' graduation processes.

OPTION TO RENEW:

At the option of the University and with the mutual written consent of the vendor, an option to extend this contract for two (2) additional twelve-month periods may be made at the same prices, terms, and conditions (not to exceed 36 months).

AWARD BASIS:

The award will be based on the lowest total price quoted on page 11 of 11.

SAMPLE DIPLOMA & SEAL

Louisiana State University

in

Shreveport

On the nomination of the Faculty of the

College of Liberal Arts

has conferred upon

the degree of

Bachelor of General Studies

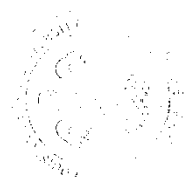
with all the Honors, Rights and Privileges to that degree appertaining.

In Testimony Whereof, the seal of the University and the signatures as authorized by the Board of Supervisors are herunto affixed. Given at Shreveport, Louisiana,

December nineteenth, two thousand and seven.

James E. Sheaf
Chairman of the Board of Supervisors
John F. Furbush
President

Vincent L. Warden
Chancellor
David E. Mills
Provost and Vice Chancellor for Academic Affairs
Henry Adams
Dean of the College



SAMPLE OF SEAL THAT WILL BE USED IN PLACE OF THE SEAL SHOWN ON THE ABOVE SAMPLE DIPLOMA:



PROPOSAL PAGE

In compliance with your invitation for bids for Diplomas, having examined the specifications with related documents, proposes to furnish item(s) in accordance with the contract documents of which this proposal is a part for the consideration of the prices quoted below:

	Unit Price
Diplomas (Bachelors, Masters, Specialists) \$	_____
Size: 8-1/2 x 11"	

Bidder understands that the Owner reserves the right to reject any or all bids and to waive any informality in the bidding.

The bidder agrees that this bid shall be good and vendor will not be withdraw his bid for a period of 30 calendar days after the scheduled closing time for receiving bids.

Respectfully submitted:

COMPANY:_____

STREET ADDRESS/P.O. BOX:_____

CITY, STATE, ZIP CODE:_____

TELEPHONE:_____

FAX NUMBER:_____

QUOTED BY:_____
(PRINT OR TYPE)

SIGNATURE:_____

TITLE:_____

E-MAIL ADDRESS:_____

PAYMENT TERMS: _____

DELIVERY:_____

DATE: _____